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10 SEP 1973

MEMORANDUM FOR: Director of Central Intelligence

VIA : Executive Secretary

FROM : Deputy Director for Management and Services

SUBJECT : Management Committee Item - Definition of
Vital Records

1. Action Requested: A restatement or reaffirmation of the present Agency policy toward Vital Records is required.

25X1 2. Background: This Agency operates a Vital Records program as required by Executive Order 10346. This Executive Order was issued in April 1952 during the apprehensive days of the cold war when the possibility of nuclear confrontation was considered omnipresent. The Executive Order contemplated a Vital Records program which would permit agencies to reconstitute themselves in the event of enemy attack upon their primary places of doing business--the capital of the United States. This Agency obtained what is now the [] as a relocation site and initiated a Vital Records program of relocating [] those records which would enable the relocated Agency to conduct business. With the passage of time and the change in the relations between the United States and the U.S.S.R., the perceived need for such a relocation site has diminished. At the same time, the Vital Records program carried out by the various components of this Agency has eroded. The components see little reason for expending the effort and manpower necessary to maintain a current Vital Records program in anticipation of a nuclear holocaust which may never occur. This unconscious decision may well be valid, but it does leave the Agency in an indeterminate position relative to a Vital Records program.

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There is a requirement for Vital Records for reasons other than nuclear war. The Headquarters Building may be destroyed by fire; conceivably, we might even have an earthquake that could demolish us. Without elaborating on all disasters that could befall us, it would seem wise to redefine a Vital Records program and re-establish it as a dynamic concern in order to permit the Agency to carry on its functions in the event that such a disaster should occur.

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3. Action Recommended: The publication of a Headquarters Notice (attached), followed by a rewrite of the Headquarters Regulation redefining the Vital Records program as one which is necessary to enable the Agency to continue to execute its mission and functions in the event of inability to use the Headquarters records for any reason.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachment: a/s

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This Notice Expires 1 October 1974


RECORDS AND CORRESPONDENCE



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VITAL RECORDS PROGRAM

1. In October 1969 President Nixon issued Executive Order 11490 which revoked Executive Order 10346 and reaffirmed the Federal Government's position which requires that each Federal agency must be able to perform its essential functions during any emergency. Whereas the earlier order addressed itself to civil defense emergency plans, its successor is more comprehensive and includes emergencies arising not only from warfare but fire, theft, sabotage, flood, or any other disaster.

2. Executive Order 11490 specifically requires that each agency establish a program for the safekeeping of essential records. Since this program is administered on a decentralized basis,  places the responsibility for the selection, scheduling, and transfer of these vital records with the appropriate Deputy Director or Head of an Independent Office.

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3. To ensure that the Agency will be able to operate during and after an emergency, it is essential that each operating component identify those records that are essential to it on a continuing basis and which, if destroyed, would constitute an irreplaceable loss. Once identified, copies of these vital records should be scheduled for transfer to the Agency repository for safekeeping and routinely replaced when updated versions are issued.

4. The DDM&S/ISAS/Records Administration Branch is available to advise offices on all matters pertaining to vital records.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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